

NEW JERSEY YOUTH CHALLENGE ACADEMY
CLASS 45

PARENT/GUARDIAN
HANDBOOK



New Jersey Youth Challenge Academy
5910 West 16th Street
Joint Base MDL, NJ 08640
Recruitment, Placement, Mentoring (RPM) Dept. (609) 556-6080
RPM@dmava.nj.gov

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INTRODUCTION

Welcome to the New Jersey Youth ChalleN^{GE} Academy. The purpose of this Academy is to encourage and guide young men and women to make necessary changes in their lives and to accept responsibility for preparing for the future.

This handbook will serve to answer some questions or concerns you may have regarding your son or daughter during their tenure at the Academy.

FREQUENTLY CALLED NUMBERS

NJYCA Main Number	(609) 556-6050
Commandant	(609) 556-6075
Counselors (Mon-Fri only)	(609) 556-6065, 6066
Nurse	(609) 556-6063, 6064
Recruitment/Placement/Mentoring (Mon-Fri only)	(609) 556-6080
Student Svcs Coord. (Teachers) (Mon-Fri only)	(609) 556-6062
Charge of Quarters number (after hours)	(609) 556-6077, 6078
Shift Supervisor Cell Phone (24 hours/day)	(609) 649-4503
Main Fax Number	(609) 556-6102
RPM Fax Number	(609) 556-6101
Nurse Fax Number	(609) 556-6104

DEPARTMENTAL ROLES

Commandant/Cadre Staff: Provide 24 hour, 7 day a week supervision of Cadets; conduct inspections of student quarters; provide for accountability, safety and welfare of Cadets; participate in and supervise physical training activities; and provide enforcement of the rules and regulations of the ChalleN^{GE} Academy.

RPM Department: (Recruitment, Placement, Mentoring) Responsible for admissions recruiting, mentoring and post-residential placement.

Staff: Perform administrative functions, supply, logistics, budget, medical and the computer section.

Teachers: Responsible for all academic courses of instruction, curriculum, class schedules, tests, progress reports, coordination with local and state academic programs and graduation requirements.

Counselors: Assist with student adjustment to the Academy for a smooth transition from the community; provide scheduled counseling activities. The Counseling staff is not responsible for clinical behavioral issues.

Deputy Director: Supervises all departments and day-to-day operations through departmental supervisors: Commandant (Cadre), Recruitment/Placement/Mentoring Coordinator and Student Services Coordinator (Instructors).

Director: The Director has overall responsibility for the Academy.

HOURS OF OPERATION

Hours of operation for the Recruitment/Placement/Mentoring Dept., Administrative Staff, Counselors and Teachers are from 8:00 AM to 4:30 PM, Monday through Friday. After hours contact Charge of Quarters (CQ) office (609) 556-6077 or 6078, or the Supervisor's cell phone at: (609) 649-4503.

MAILING ADDRESS

Mail for Cadets should be addressed as follows:

Cadet (*First Name, Last Name*), (**{*See note below*} ____ Platoon)
New Jersey Youth ChalleNGe Academy
Bldg. # 5910 West 16th Street
Joint Base MDL, New Jersey 08640



***Note: All female cadets are in Charlie Platoon. Male cadets are assigned to either Alpha or Bravo Platoon. You should still write to your cadet even if you do not know his platoon. To expedite the sorting of mail, please be sure to add the platoon after your cadet provides you with the information. Mail Call is one of the most important times of the day and receiving positive mail from home will provide much needed encouragement as your child embarks on this new challenge. Any item listed on the packing list may be sent to your cadet via U.S. mail if necessary.

FAMILY EMERGENCIES

In the case of an emergency, which could be upsetting to your child, parents or relatives should call a Counselor between the hours of 8:00 AM – 4:30 PM at **(609) 556-6065 or (609) 556-6066**. The **Counselors can help your child best when they are aware of the emergency prior to you notifying your child. DO NOT CONTACT ANY CADET WITH EMERGENCY INFORMATION WITHOUT FIRST NOTIFYING YOUR CHILD'S COUNSELOR.** The counselor will help determine the best way to deliver the emergency information to your child. In the event your child's counselor is unavailable, please contact the Commandant at **(609) 556-6075**.

LOSS OF A LOVED ONE

If you experience a death in the family, the following policy will apply: your cadet may have a one day absence for the death of one of the following family members: parent/guardian, grandparent, brother, sister or child. The absence may be used in one of the following ways: pay last respects to ailing family member, attend viewing or attend funeral.

FACEBOOK PAGE

Announcements can be found on the Academy Facebook page: <http://www.facebook.com/NJChallenge>. Any unexpected changes to the scheduled pass dates will be found on the NJYCA Facebook page.

ENTERING JOINT BASE MCGUIRE-DIX-LAKEHURST (JBMDL)

Important information you need to know about entering Joint Base MDL:

1. Visitors must enter from Route 68 via the Hemingway Visitor Center (2270 Ft. Dix Rd, Fort Dix, NJ 08640).
2. The driver must have a current and valid driver's license, insurance and registration.
3. All vehicle occupants over 17 years of age must have valid photo identification.
4. All vehicle occupants must be on the Visitor Center's Access Roster (This is arranged through contacting staff. i.e. the Nurse, Mentoring Office, Commandant, as pertains to your visit.)
5. ChalleNGe visitors must limit their visit to the ChalleNGe building.
6. Understand that if any visitor arrives with outstanding warrants, the Department of Defense Police will detain that individual and report him/her to local authorities.
7. All visits must be coordinated through respective departments and must follow written directions provided for access, no exceptions.
8. Due to extra security measures, you will be asked to provide the following for all vehicle occupants: full name, date of birth and social security number. All visitors are checked by Security Forces through the National Crime Information Center (NCIC) prior to their arrival.

DIRECTIONS TO CHALLENGE BUILDING

#5910, WEST 16TH STREET JOINT BASE MDL (ALSO KNOWN AS FT. DIX FOR GPS PURPOSES,) NJ 08640

From Northern New Jersey:

N.J. Turnpike South to Exit 7. Leaving the toll plaza, follow Route 206 South to JBMDL, (Fort Dix). Move into the right lane and follow signs for the Route 68 South jug handle. Take the jug handle and ***stay on Route 68 South*** to Fort Dix; continue until you see the JBMDL Welcome Center/Hemingway Visitor Center on the right side near the guard gate entrance. Turn into the Welcome Center and obtain pass. At circle, go halfway around, turn right onto 4th street. Go to flashing light/stop sign and turn right onto New Jersey Ave. Make a left onto 8th Street and then a right turn onto Doughboy Loop. Drive ½ mile and make a left into the last entrance for the large parking lot on your left. Building 5910 is the second building across Doughboy Loop. Use the sidewalk to get to the second set of buildings across the street. Look for Building #5910.

From Southern New Jersey:

NJ Turnpike North Exit 7 to Route 206 South to Fort Dix. Follow signs for the Route 68 South jug handle. ***Take the jug handle and stay on Route 68 South***...follow directions as written above.

From Garden State Parkway and Monmouth County Area:

Take the Parkway to Exit 98 and follow the signs for Route 195 West. Take 195 West (about 20 miles) to Exit 16. Follow signs for Mr. Holly and Route 537. Take Route 537 past Great Adventure for about 15 Miles to Route 68 (5 traffic lights to Route 68). Turn left onto Route 68 South. ***Stay on Route 68 South***...follow directions as written above.

PASSES AND MENTOR VISITATION

Passes are on a scheduled basis only. For the winter classes only: scheduled pass dates are to be determined and will be handed out on In-Processing Day.

Mentor visitations may be set up by Mentors through the RPM Department at (609) 556-6080 or NJYCAmentoring@dmava.nj.gov. **Please note that Mentor visits will be scheduled between Weeks 14-22 of the program.**

In the unlikely event of a change in scheduled pass dates/times or event cancellations, parents/guardians should consult the NJYCA Facebook page: <http://www.facebook.com/NJChallenge> and/or adhere to mailings or phone calls from the Academy.

Parent/Guardian or other authorized individual must sign the Cadet out with the Supervisor prior to their departure and sign in upon their return. Any changes to the authorized sign-out list must be made in writing by the legal guardian either via mail, email or fax: (609) 556-6102, Attn: Shift Supervisor.

SICK CALL

Sick call for cadets will be held in the nurse's office Monday thru Friday between the hours of 0730 and 0845 hrs. Cadets can access medical attention by alerting the nurse, cadre, teachers and support staff during their stay at the Academy.

MEDICATION

All medication must be in their original containers with a pharmacy label and have been prescribed by a doctor. The cadet will need a five month supply of medications including inhalers, creams etc. All refills can be mailed to **NJYCA, Attention: Nurse, Building 5910 West 16th St, Joint Base MDL, New Jersey, 08640**. All medical forms in the application packet must be completely filled out prior to In-Processing Day. Note: Candidates should not stop taking prescribed medications prior to coming to the Academy. Medications will be dispensed by the Academy nurse.

BEHAVIORAL HEALTH

Cadets on psychiatric/behavioral health medication need to have a continuation of care for their five month stay including medication refills, psychiatric appointments and counseling appointments. These appointments will be arranged through the nurse by contacting (609) 556-6063 or 6064.

HEALTHCARE

All cadets requiring emergency care will be transported to Deborah Hospital, off Trenton Road in Browns Mills, 08015. (609) 893-6611. Parents or guardians are responsible for any medical bills incurred by a cadet while enrolled in the New Jersey Youth ChalleNGe Academy. All cadets are required to have updated insurance cards included in their medical file.

The ChalleNGe Academy Nurse or Staff Supervisor will contact the parent/guardian when an illness requires medical attention. Virtua Family Medicine at Browns Mills; (609) 893-3133, will be used for physician visits for non-emergency care for the cadets.

HOME MEDICAL APPOINTMENTS

Medical/dental/vision passes IF authorized, will be for one day only.

Parent/guardian is responsible for transportation to and from such appointments, picking cadet up and returning cadet between the hours of 8:00 AM and 6:00 PM.

All appointments scheduled by parent/guardian must be cleared with the nurse at 609-556-6063 or 6064. **Do not schedule an appointment without first consulting with the ChalleNGe Academy nurse.** Upon returning from any doctor visit, the cadet must bring back a note from the doctor with the diagnosis, prognosis and clearance stated.

ATTENDANCE

Cadets are required by federal regulation to be in attendance at the Academy for a minimum of 147 days. Medical appointments in excess of 1 day are not credited as a day of attendance unless approved in advance by the Deputy Director. Cadets who do not meet the minimum 147 day requirement will be subject to discharge.

ACADEMICS

Cadets will experience an intense academic environment with GED preparation, learning Life Skills, Leadership, Job Skills, Citizenship, and Health & Hygiene. They will also participate in daily Physical Training and Service to Community projects.

Weekends usually involve barracks maintenance and sports activities among the platoons as well as Service to Community projects and class trips to points of interest in the area.

GED TESTING

- a. Testing is a privilege, not a right. **Therefore, if a cadet engages in behavior that is not in accordance with academy standards, they may not earn the privilege of sitting for the GED test while they are enrolled in the academy.**
- b. Cadets **must** maintain a certain Academic standing in order to be administered the GED test. The decision of whether or not to allow a cadet to take the GED test will be determined by using a combination of the following test scores: the official online GED Ready Practice Test, ASVAB test score, and TABE score. These tests are administered at Youth ChalleNGe
- c. Cadets who successfully pass the GED exam are awarded a NJ State High School Diploma, not a GED Certificate.

THE CADET'S FIRST VISIT HOME (Winter Class Only)

The parent or guardian is responsible for providing transportation to and from home. Because of the amount of time the Cadets have been in the Academy and separated from their families and friends, you may begin to notice some changes in your young adult. Please bear in mind that your child may be experiencing the beginnings of independence from the family for the first time. The ChalleNGe Academy strives to create an environment of respect, tolerance, independence, self-confidence, consistent discipline and responsibility, in addition to helping Cadets prepare for the GED test. To be successful in our mutual goals, the parent or guardian must be willing to uphold the goals and policies of the Academy during the Cadet's pass.

The ChalleNGe Staff also encourages the parents or guardians to be aware that there may be times when your Cadet wants to quit the Academy. The ChalleNGe Academy is a serious, long-term commitment that requires the support and dedication not only of the Cadet, but from the family as well. Your continued support and involvement with the Academy will have a profound impact on your Cadet's success. Although this is a voluntary program, we strongly recommend that you encourage your Cadet to continue with the Academy.

CADET TELEPHONE USE

Upon earning the **privilege** to use the academy telephones at a designated time, Cadets may call home. This usually occurs in the evening and/or weekends **after the first two weeks**. The amount of time Cadets may stay on the phone is limited to afford all Cadets an opportunity to call home. The usual time limit is 5 minutes per phone call. Cadets may not receive phone calls except in the case of an emergency.

RELIGIOUS SERVICES

Nondenominational religious services will be accessible for those Cadets who are interested, on a limited basis.

AUTOMOBILES

Cadets are not authorized to have a private vehicle at the Youth ChalleNGe Academy.

CONTRABAND

Any item not listed on the packing list is considered contraband and will be confiscated and destroyed.

TOBACCO POLICY

The ChalleNGe Academy is a non-smoking program. No tobacco use of any kind will be tolerated. This includes but is not limited to smoking, chewing tobacco and inhaling snuff. **Any Cadet in possession of any tobacco product may face discharge.**

CONDUCT

A strict code of conduct will be used to enforce the policies and discipline within the New Jersey Youth ChalleNGe Academy. **Violations of this code will result in corrective actions, to include possibly not participating in the graduation ceremony and/or possible discharge.** Corporal punishment (striking, hitting, etc.) is never used. Serious incidents of misconduct may result in dismissal. Since the ChalleNGe Academy is on a military installation, all violations of federal and state laws are subject to federal prosecution. The following offenses are considered serious violations:

- A. Use or possession of illegal drugs
- B. Use or possession of alcoholic beverages
- C. Use or possession of any firearm or other weapon(s)
- D. Presence of a Cadet in the room of the opposite sex without official permission
- E. Permitting a Cadet or other persons of the opposite sex in one's room
- F. Deliberate destruction, abuse, or misuse of Academy property or the property of another
- G. Acts or threats of aggressive/violent behavior or abusive language
- H. Violation of the Tobacco Policy
- I. Theft of any kind
- J. Assault

PARENTS, BE SURE TO COVER THESE AREAS OF CONCERN WITH YOUR CHILD. VIOLATION OF ANY OF THE RULES LISTED ABOVE MAY RESULT IN DISMISSAL AND/OR PROSECUTION. DISCIPLINE WILL BE MAINTAINED.

APPEARANCE

Hair

Hair will be neatly trimmed and conform to ChalleNGe Academy standards.

Males: Hair shall be neatly groomed and free from symbols and signs. Faces will be clean-shaven. Facial hair will only be authorized with a medical waiver on a case by case basis. **Males will be given haircuts at In-processing.**

Females: Hair will not extend below the collar and must not touch the shoulders. Long hair must be put up. **Natural hair only – no braids, weaves, hair extensions, etc. No hair coloring, dying, bleaching, etc.** All hairstyles must allow the proper wearing of headgear.

Jewelry

Jewelry is unacceptable, except an inexpensive black sports watch is permitted.

Fingernails

All Cadets will keep fingernails clean and neatly trimmed. **No nail polish is permitted. No artificial nails are permitted.**

Cosmetics

No cosmetics are authorized.

NOTE: All of these rules regarding appearance also apply for the graduation ceremony, with one exception: females may wear their hair down on Graduation Day.

ACCLIMATION PHASE

Applicants/Candidates must be committed to remain in the Academy for the first two weeks (the Acclimation phase) **and will not be released.** (Health related issues will be determined on a case-by-case basis.

At the end of the Acclimation Phase, Candidates will be evaluated based on their performance, attitude, and motivation. In addition, a medical evaluation and drug testing will be used to determine if Candidates are allowed to stay for the Residential Phase of the Academy. **If it is determined that a Candidate does not meet the requirements, he/she will be released from the Academy.**

GRADUATION

Cadets will graduate at the end of the 22-week program when they have met several criteria, to include:

1. They meet the minimum required amount of attendance days
2. They have met the criteria for all 8 core components
 - a. Leadership/followership
 - b. Responsible Citizenship
 - c. Service to Community
 - d. Life-Coping Skills
 - e. Physical Fitness
 - f. Health & Hygiene
 - g. Job Skills
 - h. Academic Excellence
3. They have exhibited acceptable behavior that conforms to the rules and standards of the academy.

NOTE: Participating in the graduation ceremony is a privilege that is earned through acceptable levels of behavior. Therefore, if a cadet exhibits unacceptable behavior he/she may not be permitted to participate in graduation.

Wear the following to In-Processing: Navy blue sweat suit, white crew socks, black or dark sneakers with black shoe laces.

CLOTHING AND PERSONAL ITEMS TO BE BROUGHT BY FEMALES

CLOTHING

1. **T-shirts** (9-white, standard crew neck with short sleeves) **NO V-NECKS**
2. **Underwear** (10 pairs-black, briefs or “boy briefs”)
3. **Crew Socks** (9 pairs-white, thick) **NO ANKLE SOCKS**
4. **Sports bras** (3 or 4-white) – *Important: sports bras only*
5. **Sweat Suits** (3 sets [shirts & pants] navy blue, *plain*-no logos, no hoods, no pockets*, no zippers)
**If you have difficulty finding pants without pockets, please remove & sew the pockets closed.*
6. **Shorts** (3 pairs, navy blue, nylon material, *plain*-no logos, no pockets*. **If you have difficulty finding shorts without pockets, please remove & sew the pockets closed.*
7. **Pajamas** (2 sets, loose fitting) no skimpy, short, or see-through items, must have long or short sleeves according to the season, **no tank tops permitted. Thermal underwear are not to be worn as pajamas.**
8. **Sneakers** (2 pairs, black or dark color, running sneakers, **with black shoe laces**)
9. **Swimsuit** (one piece, conservative)
10. **Thermal Underwear** (2 pairs) (Winter class only, October-March session) Solid color navy blue, black, dark green, brown
11. **Work Gloves** (1 pair)

HYGIENE / TOILETRY ITEMS (ALL ITEMS MUST BE NON-AEROSOL.)

1. Toothpaste & toothbrush – You may bring mouthwash - **ALCOHOL FREE ONLY**
2. Deodorant (roll-on or stick only) **NON-AEROSOL (NO SPRAY CANS)**
3. Shower shoes (2 pairs, a.k.a. flip-flops)
4. Soap (at least 2 bars with soap dish or 2 bottles of body wash)
5. Disposable razors and shaving cream **NAIR AND SIMILAR PRODUCTS NOT PERMITTED**
6. Hair care items (comb, brush, shampoo, blow dryer, black elastic bands, hair wrap/scarf for sleeping if needed)
7. Towels (3 – solid color) Shower poufs (3)
8. **HIGH EFFICIENCY DETERGENT TABS ONLY, DRYER SHEETS, NO BLEACH. NO LIQUID OR POWDER DETERGENT.**
9. Prescription eyeglasses (2 pairs) and/or non-colored contact lenses with solution (if needed)
10. Feminine hygiene products
11. Sunscreen **NON-AEROSOL (NO SPRAY CANS)**
12. Lotion and Lip Balm (i.e. Chapstick)
13. Slippers
14. Nail clippers
15. Shower/bath caddy with carrying handle; **see pic →**



MANDATORY MISCELLANEOUS ITEMS

1. Round style, full size, **Master or Brinks brand combination** locks (2); **see pic →**
2. One {1} 5-subject Notebook, pencils (10 total)
3. Kiwi shoe polish (black paste), **(paste only, no liquid)** polish applicator and shoe brush
4. **Mesh** laundry bags (2, black or navy blue) ***Pack all items in your mesh laundry bags – NO SUITCASES OR DUFFLE BAGS**
5. Stationery and postage stamps
6. Inexpensive black sports watch
7. Paperback Webster’s College level dictionary
8. PG rated literature reading book (One {1} book)
9. USB flash drive 2 G (gigabytes) or higher, **new, sealed in package**
10. Back-pack (1, canvas, sturdy, black, with two straps)

***ANY ITEMS OTHER THAN THOSE LISTED ABOVE ARE CONTRABAND AND WILL BE CONFISCATED IMMEDIATELY. Examples of contraband are: Bobby pins, flat irons, curling irons, felt-tip or permanent markers, make-up, jewelry other than a watch, all electronics, money, weaves, braids, etc. (natural hair only). Any item listed on the packing list may be sent to your cadet via U.S. mail if necessary.**

***ALL ITEMS SHOULD BE LABELED WITH YOUR FIRST & LAST NAME (FOR CLOTHING ITEMS IT SHOULD BE ON THE INSIDE COLLARS OR ON WAISTBANDS) BEFORE YOUR ARRIVAL, WITH BLACK PERMANENT MARKER.**

Wear the following to In-Processing: Navy blue sweat suit, white crew socks, black or dark sneakers with black shoe laces.

CLOTHING AND PERSONAL ITEMS TO BE BROUGHT BY MALES

CLOTHING

1. **T-shirts** (9-white, standard crew neck with short sleeves) **NO V-NECKS**
2. **Underwear** (9-white, briefs or boxer briefs)
3. **Crew Socks** (9 pairs – white, thick) **NO ANKLE SOCKS**
4. **Sweat Suits** (3 sets [shirts & pants] navy blue, *plain* – no logos, no hoods, no pockets*, no zippers)
**If you have difficulty finding pants without pockets, please remove & sew the pockets closed.*
5. **Shorts** (3 pairs, navy blue, nylon material, *plain*-no logos, no pockets*. **If you have difficulty finding shorts without pockets, please remove & sew the pockets closed*
6. **Pajamas** (2 sets – solid color, conservative, loose fitting, no prints)
7. **Sneakers** (2 pairs, black or dark color, running sneakers, **with black shoe laces**)
8. **Work Gloves** (1 pair)
9. **Swim trunks** (1 pair)
10. **Thermal Underwear** (2 pairs) (Winter class only, October-March session) Solid color navy blue, black, dark green, brown

HYGIENE / TOILETRY ITEMS (ALL ITEMS MUST BE NON-AEROSOL.)

1. Toothpaste & toothbrush - You may bring mouthwash - **ALCOHOL FREE ONLY**
2. Deodorant (roll-on or stick only) **NON-AEROSOL (NO SPRAY CANS)**
3. Shower shoes (2 pairs, a.k.a. flip-flops)
4. Soap (at least 2 bars with soap dish or 2 bottles of body wash)
5. Disposable razors and shaving cream - **no electric razors**
6. Towels (3 – solid color) Shower poufs (3)
7. **HIGH EFFICIENCY DETERGENT TABS ONLY**, DRYER SHEETS, NO BLEACH. NO LIQUID OR POWDERED DETERGENT.
8. Prescription eyeglasses (2 pairs) and/or non-colored contact lenses with solution (if needed)
9. Sunscreen **NON-AEROSOL (NO SPRAY CANS)**
10. Lotion and Lip Balm (i.e. Chapstick)
11. Slippers
12. Nail clippers
13. Shower/bath caddy with carrying handle; **see pic** →



MANDATORY MISCELLANEOUS ITEMS

1. Round style, full size, **Master or Brinks brand** combination locks (2); **see pic** →
2. One {1} 5-subject Notebook, pencils (10 total)
3. Kiwi shoe polish (black paste), (**paste only, no liquid**) polish applicator and shoe brush
4. **Mesh** laundry bags (2, black or navy blue) **** Pack all of your items in your mesh laundry bags – NO SUITCASES OR DUFFLE BAGS**
5. Stationery and postage stamps
6. Inexpensive black sports watch
7. Paperback Webster's College level dictionary
8. PG rated literature reading book (One {1} book)
9. USB flash drive 2 G (gigabytes) or higher, **new, sealed in package**
10. Back-pack (1, canvas, sturdy, black, with two straps)

***ANY ITEMS OTHER THAN THOSE LISTED ABOVE ARE CONTRABAND AND WILL BE CONFISCATED IMMEDIATELY. Examples of contraband are: Felt-tip or permanent markers, jewelry other than a watch, all electronics, and money. Any item listed on the packing list may be sent to your cadet via U.S. mail if necessary.**

***ALL ITEMS SHOULD BE LABELED WITH YOUR FIRST & LAST NAME (FOR CLOTHING ITEMS IT SHOULD BE ON THE INSIDE COLLARS OR ON WAISTBANDS) BEFORE YOUR ARRIVAL, WITH BLACK PERMANENT MARKER.**

IMPORTANT ADDRESSES & GENERAL INFORMATION

Physical Address for Mt. Holly Armory:

1670 Route 38 East, Mt. Holly, NJ 08060

Physical Address for Bordentown Armory:

1048 U.S. 206 South, Bordentown, NJ 08505

*****For GPS purposes, enter address as 1046 U.S. 206 South, Bordentown, NJ 08505***

Joint Base MDL (Rte. 68) Hemingway Visitor Center

2270 Fort Dix Road, Fort Dix, NJ 08640

(Located on Route 68 South on JBMDL, on the right hand side.)

PARENTS/GUARDIANS: Please note that candidates/cadets will be drug tested on In-Processing Day and upon return from passes. Have a discussion with your child about drug testing if this is an area of concern.

Please ensure that your cadet has eaten a meal prior to his/her return from pass as the dining facilities will be closed at the time of their return. Thank you!





DOCUMENTATION GUIDELINES

For GED Testing Service® Test Accommodations
(Reasonable Adjustments)

All candidates who are requesting accommodations (reasonable adjustments) because of a disability must provide appropriate documentation of their disability and show how it is expected to impact their ability to take the test under standard conditions.

In order for us to process your request for accommodations, the following documentation is required:

1. A completed **Accommodations Request Form** (available from www.gedtestingservice.com/accommodations). This **Form** has sections for both you (the candidate) and your evaluator (i.e., doctor or psychologist) to complete.
2. A **detailed letter or written report from your evaluator**. Be sure you provide your evaluator with a copy of the **Documentation Guidelines for Evaluators** before you meet with him/her. The **Documentation Guidelines for Evaluators** includes more specific, technical requirements that your evaluator must follow. You or your evaluator can get a copy of the **Documentation Guidelines for Evaluators** from www.gedtestingservice.com/accommodations. Briefly, the documentation from your evaluator must meet these general criteria:
 - a. The report must be on the evaluator's letterhead
 - b. The evaluator must be qualified (see NOTE #1 below)
 - c. The evaluation must be **current**:
 - i. Learning Disabilities: <5 years old
 - ii. ADHD: <3 years old
 - iii. Psychiatric/psychological: <1 year old
 - iv. Physical/chronic health conditions: Generally < 1 year old, depending on the condition and its expected duration
 - d. The report must contain relevant information about the history of your condition, its impact on your functioning, what treatments you are using, and your prognosis (how long your condition is expected to continue)
 - e. The report must include all scores, subtest scores, and Index scores for any tests that were administered to you
 - f. The report must include a specific diagnosis
 - g. The report must include specific recommendations for testing accommodations, with a rationale for each recommended accommodation (see NOTE # 2 below)
 - h. The report must be signed by the evaluator

The following additional supporting documentation is not required, but may be helpful to us in making the accommodations decision:

Relevant medical or academic records. Because some disabilities are most commonly first apparent during childhood (such as learning disabilities and ADHD), you may be able to provide us with academic records that show difficulties in elementary, secondary and post-secondary education. These records could include grade reports, Individual Education Plans, 504 Plans, standardized test scores, and teachers' comments.

Keep in mind the following critical points:

1. All documentation must be submitted together. Do not ask your doctor to send documentation separately to GED Testing Service®.
2. It is in your best interest to submit documentation as early as possible before you plan to take the test. That way, if your request is incomplete or we need additional documentation from you, there will be enough time for you to gather the additional materials and have your request processed before your preferred test date.
3. Your request and documentation will not be returned to you. Be sure to make copies of everything you submit.
4. Again, be sure you provide your evaluator with a copy of the **Documentation Guidelines for Evaluators**. It is in your best interest to provide your evaluator with these Guidelines before you meet with him/her.

NOTES:

1. A qualified professional must administer the tests in the evaluation. An individual is deemed to be qualified to conduct a psychological, psychoeducational, or medical evaluation if s/he has had extensive graduate-level training in the area of assessment of adults. This usually includes formal education and training in the history, nature, identification, and treatment of learning, psychological, or medical disorders. In most cases, the examiner should have a Ph.D., Psy.D., or M.D. degree, although master's- level school psychologists may also be qualified (LD evaluations only). However, simply having a particular degree or license does not automatically mean that the evaluator has had sufficient formal training and expertise in assessing adults. The name, title, and professional credentials of the evaluator must be clearly stated in the documentation. GED Testing Service® reserves the right to request evidence from an evaluator of their professional qualifications.
2. Examples of specific recommendations for accommodations may include "50% extra time," or "Have a scribe record her answers since she does not have use of her hands." Non-specific recommendations such as "extra time" or "unlimited time" or "the maximum allowable time" are not acceptable.

Steps to Take

1. Read this form, *Documentation Guidelines for Candidates*. Make sure your documentation of your disability meets our guidelines. You may want to review your documentation with your evaluator.
2. Print a copy of the *Accommodations Request Form* for your disability and complete the sections for candidates. You can get a copy of this form at www.gedtestingservice.com/accommodations
3. If you haven't already done so, give your doctor or psychologist a copy of the *Documentation Guidelines for Evaluators*. Your evaluator should make sure that the documentation they provided to you meets our guidelines. [In most cases, your evaluator will be a psychologist or doctor who administered a series of psychological, educational, or medical tests with you, and provided you with a copy of a diagnostic report of that testing or a detailed letter.]
4. Give this *Accommodations Request Form* to your evaluator and have him/her complete the relevant sections.
5. It would be helpful (but is not required) for you to provide additional supporting documentation, such as:
 - The report of psychoeducational testing you did with your evaluator
 - School records showing your participation in special education services in school
 - Individualized Education Plans (IEPs)
 - Transcripts from middle school or high school
 - Other records showing a history of academic difficulties due to your learning disability
6. When both you and your evaluator have completed the *Accommodations Request Form*, and you have all of your supporting documentation, FAX all of your documentation to 202-464-4894.

What happens after I submit my documentation for review?

Depending on the complexity of your situation, the review process may take up to 30 days to complete. Therefore, it is critical that you submit your request as far in advance of your preferred test date as possible.

After we have made an accommodations decision, you will be notified by e-mail of our decision, and you will receive further instructions with what steps to take next.

1. You will be notified by e-mail, usually within 30 days, of the accommodations decision. At that time, you will be given further instructions.
 - a. If your request is approved, you will receive further instructions for how to schedule your accommodated testing appointment.
 - b. If your request is found to be incomplete, you will get information about what additional documentation would be needed in order to make an accommodations decision.
 - c. If your request is denied, you will get information about why that decision was made. You will also receive information about the appeal process.
2. If you have waited more than 30 days and have not received an e-mail from us, you may email to inquire about the status of your request to accommodations@gedtestingservice.com.



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
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NGB-AY

National Guard Youth ChalleNGe Program (NGYCP) Guidance Letter #5

SUBJECT: ChalleNGe Program "Hands-Off Leadership" Guidance

a. Hands-Off Leadership means that no staff member may touch a cadet or use abusive language as a means of coercive leadership. If a staff member has to resort to shoving, pushing, or swearing to lead cadets, he or she has already failed.

b. When the occasion calls for a staff member to adjust a uniform or touch a cadet to teach a skill, the staff member will professionally ask "May I correct your uniform?" or "May I help you get a better grip on your rappel rope?" This is good guidance when working with youth and an excellent example of civility and courtesy for the cadet.

c. This guidance is not intended to conflict, but in fact complements, Non-Violent Crisis Intervention training. Likewise, it does not in any way infer that a staff member can not defend themselves against an out of control cadet, nor meant to interfere with any instances where a staff member may need to react physically and or/quickly to ensure the safety of the cadets or others.

d. Hands-Off Leadership also prohibits staff members from using unprofessional language, including profanity, vulgarity or off-color jokes when interacting with, correcting or motivating cadets. This includes joking and horseplay that is easily carried too far. The litmus test is this - If you would not want the language being used by your staff toward your cadets to appear on public media and/or broadcast, it should not be used. **The uncompromising standard for behavior and language on the part of the staff is nothing less than complete transparency and total professionalism.**

ChalleNGe candidates will be briefed that this is a "Hands-Off Leadership" program, on Day 1 of Pre-ChalleNGe by the Program Commandant and explain the definition in detail as described above. Cadet training will be the opportunity for questions and answers, both initially and ongoing. Cadet training will include the requirement that any cadet experiencing or witnessing any violation of this directive to immediately report it to their superior or the next member in the chain of command and exactly how to make such a report. If asked, any candidate/cadet should be able to state what to do if they were subject to any of the aforementioned violations. This shall be a recurring, consistent message throughout the Residential Phase from the program leadership to all staff members and from all staff members to cadets.